



Requirements for Volunteers

The Diocese of Cleveland's March 1, 2003 *Policy for the Safety of Children in Matters Regarding Sexual Abuse* requires that every Parish (Church or School) employee and every Parish volunteer 18 and older who has contact with or access to children is **required** to do the following:

- 1) A volunteer application with 3 personal references with addresses and phone numbers. (Available at www.shofjesus.com under About, Volunteers.)
- 2) Attendance at a 3-hour *VIRTUS* Training Workshop. Upcoming Virtus workshops can be found at: <http://www.clevelandchildprotection.org/website/>, choose "Virtus", "click to see a schedule or register for a training session" and "Cleveland, Ohio (Diocese)".
- 3) A signed acknowledgement form that you have read the Diocese of Cleveland's ***Policy for the Safety of Children in Matters of Sexual Abuse, Revised 2007***.
Go to: <http://www.clevelandchildprotection.org/website/>
Choose "Documents and Policies" in the left banner
Choose the link "Click to download the *Policy for the Safety of Children in Matters of Sexual Abuse: Rev. 2007*"
Read the *Policy for the Safety of Children in Matters of Sexual Abuse: Rev. 2007*
Print page 57 of the policy, complete and sign
- 4) A signed acknowledgement form that you have read the ***Standards of Conduct for Ministry***
Go to: <http://www.clevelandchildprotection.org/website/>
Choose "Documents and Policies" in the left banner
Choose the link "Click to download the *Standards of Conduct for Ministry*."
Read the *Standards of Conduct for Ministry*.
Print page 16 of the policy, complete and sign
- 5) A current successful background check through the State of Ohio Bureau of Criminal Identification and Investigation (BCII). If you have been a resident of Ohio for **less** than five years, you must also complete a successful FBI (national) background check. Volunteers are required to pay the cost of these background checks themselves. **Call to make an appointment** at one of the following locations, take your driver's license or state ID and have them mail the background check to Sacred Heart Church:
 - Alpha Background Investigation, 3676 Community Lane, Copley, 44321, 330-336-5509
 - CYO and Community Services, 812 Biruta Ave, Akron, call 330-762-2961
 - Holy Family Parish Office, 3450 Sycamore Dr, Stow (1/2 mile west of Route 91 on Route 59), they have Saturday and Sunday hours, 330-688-6411

If you are a Parish or School employee or volunteer who has contact with or access to children, you are required to complete the above steps **PRIOR** to beginning employment or volunteering. **If you plan on ever being a Parish employee or volunteer, the above will be required. If you have any questions about this, please refer them to Annette Bernard at 330-336-3049, ext. 2009 or annette@shofjesus.com.**

Post Virtus Training Workshop Online Training

After you attend a Virtus Training Workshop, go to www.virtus.org and, if you have not already done so, register then indicate which workshop you have attended and which parish or school at which you are going to work or volunteer. Your attendance at the workshop is verified by the workshop sign-in sheet. You will be sent a confirmation email. (which may take up to 2 weeks). Follow the instructions in the email notification you will receive (click on the MY TRAINING tab after you log in to the virtus.org website successfully). Read the training bulletin carefully and answer the question at the end of the training bulletin. A correct answer registers that you have read the bulletin. You will be required to read 24 bulletins in one year. After the first year, bulletins are to be read on a continuing education basis.